Supplement to the Federal RPM Real Property Management User's Guide

The purpose of this document is to provide supplemental information regarding use of the Federal RPM system by the U.S. Department of Commerce only. User's should refer to the official User's Guide, for clarification concerning the definitions and/or use of specified data elements, dialogs and reports if they are not mentioned here.

System Administrators:

The following individuals will be the main contacts for all System Administrator issues. They will be the primary contacts for any problems or errors with use of the system and will coordinate all communication with FSC, Inc.

Stephanie Klodzen, DOC – (202) 482-3074
Carolyn Brisbane, DOC – (202) 482-0103
Brian Gorton, NOAA-FMD – (301) 713-2033

Note: Any System Administrator issues concerning Citrix logons or passwords should be reported to Stephanie or Carolyn only.

How to Access Federal RPM:

1.   Double-click the Citrix icon on your main screen.
2.   Double-click the RPM icon
3.   At the Citrix Logon screen, enter your User Name and password.

Note: the Citrix User name must be in ALL CAPS and password in lower case letters.

4.   Once you click OK, you will automatically be in the Federal RPM logon screen.
5.   Enter your RPM User Name and password and click OK.

User ID's and passwords for Citrix must be obtained from the Office of the Secretary's Office of Computer Services and will be coordinated by calling Stephanie Klodzen or Carolyn Brisbane at the DOC Office of Real Estate Policy and Major Programs. RPM User ID's and passwords are not the same as those for Citrix. Please call Stephanie or Carolyn if you do not remember what they are.

Adding Records for DOC Owned and Leased Properties:

1. User has the option of using the Building, Land or Other Structure icons from the toolbar at the top of the screen or selecting Property, then Building, Land or Other Structure from the drop down menu selections.

2. Click the Add button

3. System will automatically put the user in the Acquisition Screen. The following data elements are mandatory and must be entered before you will be able proceed to the main property add screens:

    •   Acquisition Date
    •   Acquisition Cost (leave as $0 for Leased Property)
    •   Acquisition Method
    •   FASAB Category
    •   Property Class
    •   Proper Use
    •   GSA 1166 Predominant Use
    •   Property Manager (this field is currently defaulted to the data manager for the appropriate management office, but should be changed to the Realty Specialist responsible for this property).

4. When all of the data above has been entered, Click Next to proceed to the property add screens.

Tip: If you will be adding multiple property records for a single installation or complex, which has the same address information, click the "Continuous Update Button." This will cause the system to automatically populate this data in the next property record that is added.

5. The following data elements on this screen are mandatory:

    •   the property's Name, Address, and Zip Code.
    •   Geographic Location Codes and Congressional Districts will be automatically loaded after you click the small boxes to the right of these fields, which puts the user in a small pop-up window that asks for additional info to assist in determining the correct codes for a specific location
    •   Space Source
    •   Region
    •   Gross Square Feet, buildings only
    •   Rural or Urban Acreage, only seen on land screens
    •   Management Office

Note: The "Organization Code" at this level should remain as "unassigned." There will be opportunities at the lease and space allocation levels to assign specific organization codes.

6. Click Update to save this information

Once a basic record is established, the user should create complex, installation and lease records, as well as navigating to any of the other dialogs listed along the top of the property screen (ie. characteristics, depreciation).

Adding a Complex Record: (mandatory for all property records)

1.   From the main menu, select Property, then Complex.

2.   Click the Add Button.

3.   The following data elements on this screen are mandatory:

   •   Complex Name (May be the same as the property name, if there is only one property assigned to it. However, if there are multiple properties, the name should reflect the overall grouping of properties.
   •   All address information, including zip codes.
   •   Geographic Location Codes and Congressional Districts will be automatically loaded after you click the small boxes to the right of these fields, which puts the user in a small pop-up window that asks for additional info to assist in determining the correct codes for a specific location.
   •   Management Office
   •   GSA controlled (check if applicable)

Note: The Congressional District for GSA assignments has been automatically defaulted to zero (ie. VA0, MD0) in the property/building screens since there is no link in the GSA import file for Congressional Districts. Federal RPM will allow this for the property screen; however, the Congressional Districts selected in the Complex screen are accurate.

4.   When you get to the bottom half of the screen, find the property records to be added to this complex in the "Unassigned Property Box" and move them into the "Assigned Property Box" by clicking on them.

5.   When all of the property records have been assigned, click "Update" and then "Close."

Adding an Installation Record: (mandatory only for properties meeting the GSA requirements for 1166 reporting)

1.   From the main menu, select Property, then Installation.

2.   Click the Add Button.

3.   The following data elements on this screen are mandatory:

   •   Installation ID (comes from the block of 1166 numbers you have from the DOC real property office)

- Installation Name
- Geographic Location Codes and Congressional Districts will be automatically loaded after you click the small boxes to the right of these fields, which puts the user in a small pop-up window that asks for additional info to assist in determining the correct codes for a specific location.
- Bureau
- Historical and Excess Indicators (check if applicable)
- Highest and Best Use
- Utilization Data Section

4. When you get to the bottom half of the screen, find the property records to be added to this complex in the "Unassigned Property Box" and move them into the "Assigned Property Box" by clicking on them.

5. Click "Update" and then "Close."

Adding a Lease Record:

Note: Before the user can add a new lease record, the following information must be provided to a System Administrator in order to add the Vendor to the list of available choices:

– Vendor/Payee Name, Street Address, City, ST and Zip
– Vendor Contact name
– Vendor's Taxpayer Identification Number
– Vendor's Phone and fax numbers

1. From the property screen (land, building or other structure), click the Add Lease Button along the bottom of the property screen. The system will ask:

   Do you want to add a delegated lease or an occupancy agreement?

   Select "Yes" to add a lease record or "No" to add occupancy agreement information.

2. The system will then prompt you to choose the correct lease (and/or GSA assignment number) associated with this lease record. Once in the Lease dialog, the following mandatory data elements must be completed:

- Lease Number
- Start Date (lease effective date)
- End Date (current lease expiration date)
- Final Expiration (may be the same as End Date, if there are no option periods)
- Default Organization
- Payment Frequency
- Vendor

3. At this point, all space for this lease must also be assigned and allocated, in order for Federal RPM to correctly calculate the Annualized Rent for this lease. Even if the lease is for land or

other structures you must follow the next steps.

4.   Click the Manage Space button and a list box of space types will appear.

5.   Double click on the name or type of space you need to add. The space type dialog will appear.

Note: For Other Structures only, select "Rent Calc" as the space type. Federal RPM will automatically put 1,000 sqft in as a default, and the user must calculate the rate/sqft for the lease by dividing the annual rent by 1000.

6.   Click the Add button, then enter the annual rate per square foot (or acres), the number of occupied square feet and the number of joint use square feet. At this point the dialog will display the total amount of square feet remaining to be allocated. Space may be assigned to multiple organizations and/or projects, following the procedures in the next step. Please note that the total amount of square footage must be allocated before this space record may be saved.

7.   In the Allocation Rule Detail frame, select the Organization, Object Class, Program and Project for this space type. Please note that Program should be left as "unassigned" for all bureaus, as should Project for all DOC bureaus other than NOAA.

8.   Once all of the space for a specific space type has been allocated, click Update to save your record.

9.   If there is more than one space type associated with the lease, Steps 5 - 9 must be repeated for each type of space.

Adding a Depreciation Record

1.   From the building record, select Depreciation from top of the screen.
2.   On the General tab, enter the name of the capitalized project.
3.   Select the reason for depreciation.
4.   Choose status.
5.   Enter requested by.
6.   Enter requested date.
7.   Enter approval/denial information (by and date).
8.   Enter the project description.
9.   Enter the need benefit.
10.   Go to the Cost tab and enter service life.
11.   Enter Capitalized amount.
12.   Enter amount for salvage value. It can be $0.
13.   Select estimate class.

Updating Records:

1.   To modify the information in an already existing property record, the user has the option of selecting the appropriate icon (ie. building, land, installation) or using the drop down menu selections under Property or Lease from the main menu.

2.   Click the Find button.

3.   Using any combination of the data fields presented, you may do a search for the property record that you wish to locate. Please note that when searching for an Installation record, you must also select the appropriate Bureau.

Tip: Specific Property, Complex and or Installation ID's will take you to the specific record you are looking for; whereas a simple search by city and state or property name, will provide a list of all DOC records within the parameters you have provided.

4.   Once you have found the property that you wish to update, you must highlight that record and click OK.

Note: Within Federal RPM, all GSA assignments are considered to be "leases." Therefore, to find the specific RENT and/or space allocation records for GSA space, you should do a search on leases. Please also note, that the "lease number" for a GSA assignment is the CBR Number from the RENT bills.

5   When you have completed updating your records, remember to ALWAYS click Update before you Close the screen. Otherwise, your changes will not keep.

Data Elements & Associated Dialogs:

Complex – DOC users should assign ALL property records to a complex. This record will take the place of the old RSMIS "Installation." It will also allow users to group and classify buildings, land and other structures in a more versatile manner than RSMIS. For example, all property records associated with a particular Weather Service operation, may be assigned to a single complex, regardless of the fact that they may not be located at the same street address (ie. office at one location, radar at another). You will also be allowed to group clusters of GSA assigned buildings into a single complex, where appropriate, such as the Census Bureau's Jeffersonville Federal Center or NOAA's Silver Spring Metro Center buildings.

As new property is entered into Federal RPM, the building, land or other structures records should be created first. Once this is done, then a complex record (or screen) should be created, where you will then be able to find your newly added property records in the "Unassigned Property" list and pull them over to the "Assigned Property" section of the complex screen.

Please note, for GSA assignments, while the main building and lease (GSA assignment) screens will be automatically created during the monthly import of GSA RENT bills, Users must create the complex record/screen separately, whenever a new GSA assigned building is added to the inventory.

Installation – Individual Installation records/screens need only be created for DOC Owned and Leased properties that must be reported to GSA annually for the Worldwide Inventory of Real Property Owned by or Leased to the Federal Government (GSA 1166 report). All other DOC owned/leased properties that do not meet the mandated GSA 1166 requirements for reporting, should be assigned to the following default Installation ID: **999999999, (which has already en created).**

Installation Ids – These are the numbers that come from your block of 1166 numbers as obtained from the DOC Office of Real Estate Policy and Major Programs.

Complex Ids – These numbers are essentially equivalent to the Installation Numbers, as known in RSMIS. The only difference is that they all start with the numeral zero (ie. RSMIS Inst. Number DC0013 = Complex ID 0DC0013).

Property Ids – For GSA assignments, this is the GSA building number/Real Property ID; for DOC Owned/Leases property, it is the combination of the RSMIS Installation and Property Numbers (ie. RSMIS Inst. VAE014, Prop 1 = Property ID VAE01401).

The following dialogs and reference codes are optional and not required for use by DOC during the initial implementation of Federal RPM:

- Characteristics – Condition Assessment
- Characteristics – Diary
- Characteristics – Housing
- Characteristics – Image
- Characteristics – Land Rights
- Characteristics – Map Coordinates
- Characteristics – Township
- Clean Up Projects
- Deferred Maintenance Projects
- Preventive Maintenance Projects
- Journal Vouchers
- Sublease
- Site Code
- Chargeback Dialogs

Guide to Reference Codes:

A complete listing of all reference codes can be obtained and printed by going to the Reports Menu in Federal RPM and selecting Reference Codes from the front Tab.

Note: Region Code: Region codes have been developed for DOC to identify the bureau and Real Estate Management Office responsible for the location. These codes will also be used to establish "access" to specific property records. Users will only be able to access/update information for those properties to which they have been assigned the appropriate Region Code.

For those organizations which already have an existing regional structure (ie. NWS and NMFS), those same region codes have been incorporated into Federal RPM. A complete list of all Region Codes can be found at the end of this supplemental guide.

As always, there will be cases where multiple bureaus (and as a result, multiple real property management offices) with offices assigned to the same property. This is especially prevalent in GSA assigned buildings. **In these cases, users should select "Multiple Regions" as the Region Code and "Multiple Management Offices" as the management office.**

Reports:

To access Federal RPM's extensive Report Library, the user has the option of using the Financial Queries icon from the toolbar at the top of the screen or selecting Property, then Reports from the drop down menu selections. Descriptions of all the reports can be found in the Federal RPM User's Guide.

Tip: To select more than one filter for a category (ie. multiple cities, states, bureaus), simply hold down the Ctrl button as you make your selections